



RATT UBLICATIONS

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Genealogical Institute

Master Accreditation of the Genealogical Institute

"TO ORGANIZE OR NOT TO ORGANIZE..."

BY

Floyd Thomas Pratt, F.H.C., M.A.G.I.

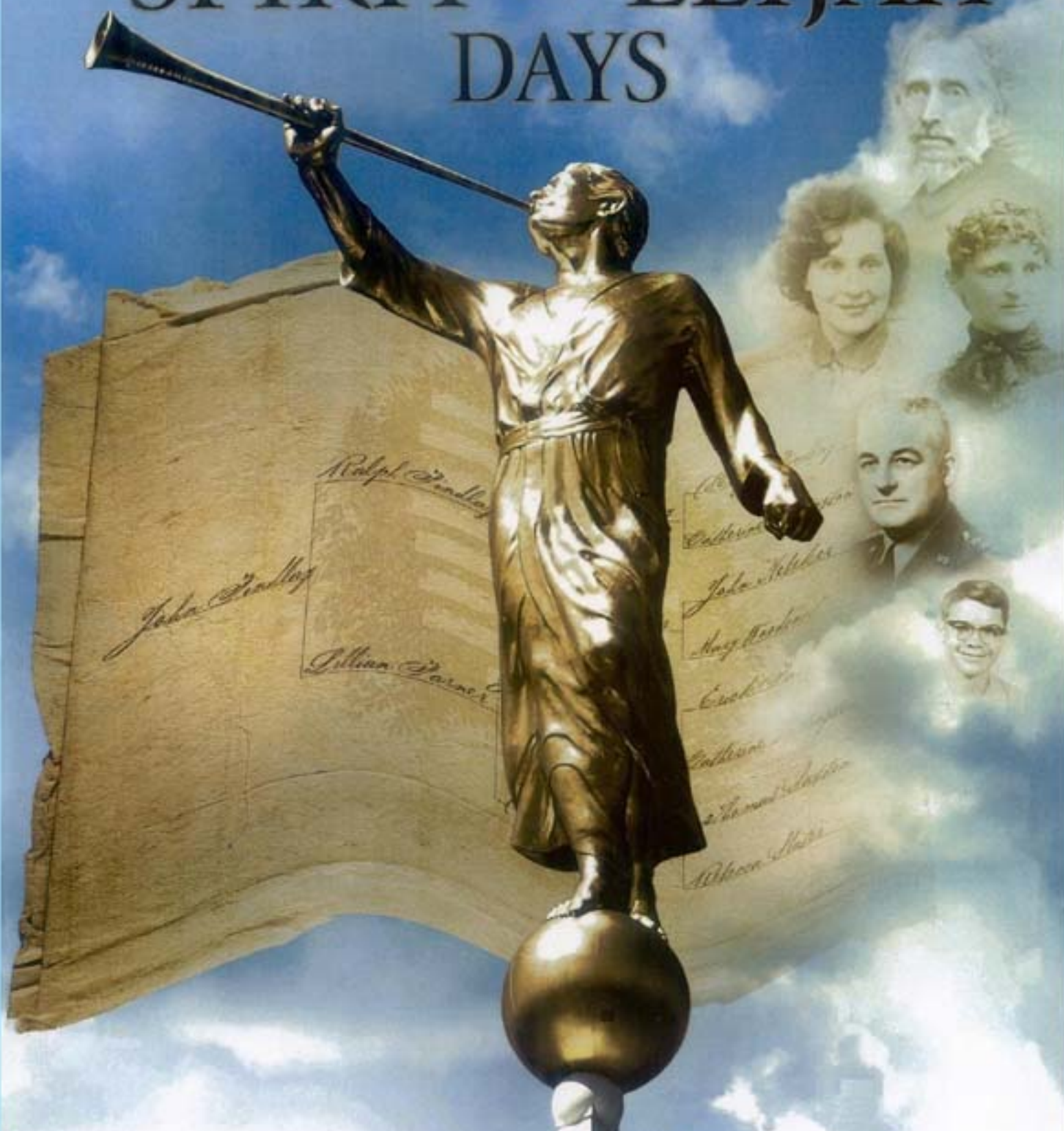
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M.A.G.I. Course #2 instructs the researcher with the techniques of preserving their hard earned research data. Whether their research comprises of material in folders, files or boxes stored as various documents, forms, pictures, maps, newspapers articles or downloaded material from the internet, all have accumulated too much hard copy data and this vital expensive research data needs to be converted to digital and preserved for posterity.

Floyd Thomas Pratt, F.H.C., M.A.G.I.

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SPIRIT OF ELIJAH DAYS



"BEHOLD, I WILL SEND YOU ELIJAH THE PROPHET BEFORE THE COMING OF THE GREAT AND DREADFUL DAY OF THE LORD: AND HE SHALL TURN THE HEART OF THE FATHERS TO THE CHILDREN, AND THE HEART OF THE CHILDREN TO THEIR FATHERS, LEST I COME AND SMITE THE EARTH WITH A CURSE. MALACHI 4:5-6

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COURSE LESSON #2 "TO ORGANIZE OR NOT TO ORGANIZE..."

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OBJECTIVE

M.A.G.I. Course #2 instructs the researcher with the techniques of organizing and preserving their hard earned research data. Whether their research comprises of material in folders, files or boxes stored as various documents, forms, pictures, maps, newspapers articles or downloaded material from the internet, all have accumulated too much hard copy data and this vital expensive research data needs to be converted to digital and preserved for posterity.

This course will address four distinct areas and offer proper procedures concerning organizing and preserving this hard research data.

- [1] First storing hard physical research data
- [2] Second converting physical data to digital form
- [3] Organizing digital research material on your computer
- [4] Safely backing up this data for preservation purposes

OUR RESEARCH HISTORY

Many of us have accumulated years of research material over the past decades. Some have it stored in boxes, files cabinets and on shelves.

As these important research materials accumulate, they present a storage problem and if left unchecked will render the owner mentally incapable as to deciding their disposition.

In order to properly store these documents you will need access to a scanner. These devices are inexpensive and some are built into various printing systems.

In this lesson, I will extrapolate my years of experience and relate to you my solution to these problems and how I overcame my fear of data dominance.

STORING HARD PHYSICAL RESEARCH DATA...

If you are like most researchers, you have accumulated pages and pages of documents you deemed necessary for your family history research. These pages ended up, after their data had been manually transferred into your computer database, stored in file folders, which in turn were stored in boxes.

These boxes grew from just a few to where I have seen in some researcher's homes, whole walls piled from the floor to the ceiling with boxes full of family history data.

Too valuable to just throw away, yet not needed since you have collected all the data you wanted from them, but they do represent an expense.

As these documents grew, you became helpless as to their disposition and if you have children, they seem to think you are suffering from some form of madness.

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Deep in your mind, tucked away in the "horror section" you fear your life's work will be tossed out with the trash the day you die and no one will preserve these "treasures" you have so painstakingly acquired over the years.

When I reached this stage in my research career, I became frustrated and just quit doing family history research.

Then along came the computer and I could see the light at the end of the tunnel.

CONVERTING OUR HARD RESEARCH DATA TO DIGITAL FORM...

With the invention of the scanner, a new tool had joined the arsenal of weapons to help the family history researcher combat data collection and storage.

The difference between a copy machine and a scanner;

[1] The copy machine scans the document, then prints an exact replica on a piece of paper,

Whereas, the scanner,

[1] Scans the document, then

[2] Converts the image into little blocks of data then either

[3] Stores the image on the computer, after we give it a name, or

[4] Converts the image to either a hard copy paper printout, or

[5] Sends the image through email channels or

[6] Publishes the image as an upload on the Internet

Obviously, the scanner's capabilities are superior to the copy machine. Also, since scanners can be purchased for less than \$100 with the only drawback being they need a computer to function, with this ease of use it behooves the researcher to acquire a scanner in order to facilitate their organizational process.

After you have your scanner then comes the hard part. What to do with the scanned documents once you begin scanning? This takes us to the third and most important part of this course.

ORGANIZING DIGITAL RESEARCH MATERIAL ON YOUR COMPUTER...

This is the most important part of this lesson...

[1] How to organize your digital files on your computer

[2] How to save your digital documents in those files on your computer

[3] How to back-up those files for preservation purposes

This method I am about to teach you, I have been using for 20 years and it works very well, in fact, it has worked so well, it has helped me publish my books, articles and stories many of you have read and enjoyed.

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PHASE 1: HOW TO ORGANIZE YOUR DIGITAL FILES ON YOUR COMPUTER...

I am going to approach this portion of the lesson assuming none of you are too familiar with the operations and creations of files, *i.e.*, naming, renaming and/or deleting. Therefore, this portion of the lesson could be superfluous for some while others will find it very informative.

The first step to organizing your digital files is to create a Master folder  on your "C" drive called [your first name] Master Families. Your "C" drive can be accessed when you click on the...

- [1] Start button on the bottom left of your desktop and
- [2] Click on the Computer icon, a list of drives will appear showing Local Disk (C:)
- [3] Click on Local Disk (C:) and you will see a list of files and programs on your "C" drive
- [4] Put your cursor anywhere on the screen but not on anything and
- [5] Right click your mouse. You will see a menu listing various procedures you can perform
- [6] Scroll down the list and you will see the word New
- [7] Move your cursor down to New and you will see another menu with a list and
- [8] Put your cursor on the one called Folder.
- [9] Click your mouse on Folder and you will see a new folder form in the column on the left highlighted with the words **New Folder**.

If your first name is Dorothy or Judy then your main master file folder would be labeled Dorothy's Master Families or Judy's Master Families.

- [10] Put your cursor on the blinking New Folder and type your first name as I gave examples above
- [11] Followed by the words...Master Families
- [12] Then click anywhere and you have just created a new master folder.

If you have messed up and your new folder was not created or the folder was named wrong, point your cursor on the new folder and right click and move your cursor down the list to Rename, click and type in the name you desire.

Once you have created [your first name] Master Families folder the rest gets easy.

The purpose of this folder is to house ALL your scanned documents including pictures in individual family files.

Now we are going to create individual Master Family files.

My Master Families file on my computer looks like this...


 Toms Master Families

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PHASE 2: [SURNAME] MASTER FAMILY

Open  your newly created [your first name] Master Families folder and you are ready to create some more folders.

When you clicked on your [your first name] Master Families folder, you again saw a blank page.

All of us have various family surnames in our genealogical databases; you will want to create a folder for each **main** surname family.

For instance let's say you have an Adams family in your database, so you would create a folder under the [your first name] Master Families folder by following steps 4-12 above and label your new folder  Adams Master Family.

You continue this procedure until you have created family folders for at least the main surname characters in your genealogy database. If you have a large database, like mine (47,000 people) then your folders could range in the hundreds. However, all are under the [your first name] Master Families folder.

If you do this when you add new people to your database, then it will not be so tedious later on when you need to use the folders. Remember these folders are only named by surnames.

The next step in organizing your family history material is to create individual family folders within the surname folders.

At this point, you should have under your main [your first name] Master Families folder various surname folders. They will be automatically arranged in alphabetical order always by the first letter of the first name.

 [your first name] Master Families

 A Adams Master Family

 B Baxter Master Family


 J Jones Master Family

 S Smith Master Family

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PHASE 3: CREATING INDIVIDUAL FAMILY FOLDERS...

Open  the Adams Master Family folder and again you see a blank page and following steps 4-12 you will create individual Adams' family folders.

These folders are labeled with individual and family names.

Rule #1 If a man married, then he is listed with his wife as such.

-  John Quincy Adams & Louisa Catherine (JOHNSON)
-  Mathew James Adams & Sarah Elizabeth (HEMMINGS)

If you notice as you create these individual family files they are alphabetized by the first letter in the **first** name. But they are all only Adams family members.

Rule #2 The males name are always listed first unless...there was a female Adams who never married; she would be listed with her full name as such.

-  Agnes Martha (ADAMS)

See "**Master Accreditation of the Genealogical Institute M.A.G.I. Course #4 A Rose by any other name...**" for a detailed explanation of how to display the female birth surname.

[https://openlibrary.org/books/OL25439082M/Master Accreditation of the Genealogical Institute M.A.G.I. Course Lesson 4 A Rose by any other name](https://openlibrary.org/books/OL25439082M/Master_Accreditation_of_the_Genealogical_Institute_M.A.G.I._Course_Lesson_4_A_Rose_by_any_other_name)


Rule #3 ANY and ALL documents pertaining to this family are saved into their family file. This includes birth certificates, deeds, marriage records, census, pictures and any other documents pertaining to that family including ALL his wife's references.

Rule #4 The wife's documents are always included in her LAST Spouse's file. Regardless of how many times she was married, whatever her last husband's surname was...is the husband's file where all her documents are stored.

Rule #5 You never list a married woman's documents with her father's family. If she was single, she gets her own folder and is filed under her birth surname.

Rule #6 Concerning single men, they are listed under their surname and they have their own folder.

Rule #7 Men with multiple spouses are listed as such...

-  John Henry Smith & 1st Mabel Lynn (KINCAID) 2nd Lois Samantha (CLARK) 3rd Louise Martha (SWEENEY)

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Rule #8 All material pertaining to this family and his spouses are stored in this file.

WHAT ARE THE ADVANTAGES OF THIS METHOD?

Glad you asked.

[1] First, if you organize your files in this manner, you can easily find documents you have stored concerning those individuals.

[2] As you scan documents from your boxes, you can quickly categorize them and save them to the desired family file folder.

[3] As you run across documents from the Internet, you can right click and save those documents to the correct family folder without having to print a hard copy.

[4] Because of your organized method, you can share with interested individuals requesting information concerning a particular family by attaching their documents from their family folder to an email with a click of a button.





[5] As you scan your documents, when you run across additional information concerning one of your families, you can go to their file and see if you already have that information saving time and money.

[6] After scanning and categorizing your documents, you can then discard them except for personal close family heirlooms.

[7] With a click of a mouse, you can back-up **ALL** your family file folders and documents. More about this back-up procedure later.

[8] As you scan, save and organize your documents, you begin to discard all those papers you have been accumulating in boxes. This reduces your storage space and allows you quick retrieval of documents you have stored in family files without searching box after box for the desired records.

The completed storage system format should look like this. Using the Adams family as an example.

 [your first name] Master Families
  Adams Master Family
  John Quincy Adams & Louisa Catherine (JOHNSON)
  Mathew Adams & Sarah Elizabeth (HEMMINGS)

Rule # 9 Any documents pertaining to the Adams family **in general** would be stored in the Adams Master Family file.

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Using John Quincy Adams as an example his folder would look like this...

- 📁 [your first name] Master Families
 - 📁 Adams Master Family
 - 📁 John Quincy Adams & Louisa Catherine (JOHNSON)
 - JQA & LCJ Marriage Licence.txt
 - JQA Death certificate.pdf
 - John Quincy Adams head photo.jpg
 - Family Group Sheet FGS John Quincy Adams.pdf
 - 1829 Virginia Deed.doc

Of course these documents above are fictitious and represent examples as to the type of documents represented in an ordinary file. Notice all these documents personally pertain to John Quincy Adams or his wife Louisa Catherine (**JOHNSON**) Adams.

Any documents you have concerning their children would go into their children's individual folder under the Adams Master Family folder unless his daughters were married and their material would be filed under their last spouse's folder.

Notice the birth surname of Louisa is in **BOLD** parenthesis caps? Under normal conditions when addressing female birth surnames this is the correct way to display female birth surnames, but since your computer won't **BOLD** these surnames when you create folders, then we have to skip the **BOLD** portion of the surname and just display them as (CAPS) in parenthesis.

LET'S TALK MORE ABOUT SCANNING...

As you scan documents, pictures, maps, forms and whatever, after cropping (resize the portion of the document you want to keep) you have several options but the one you are interested in is the **SAVE AS** button.

The scanner will ask you where on your computer do you want to save this file? You go through each Master folder until you get to the desired folder.

The scanner also gives you several options as to how do you want the file saved.

If you save the file as a .jpeg .jpg for short, this is an image or picture file and most computers can read this type of file. In fact, 90% of all scanned documents will be saved as this type of file.




If the scanner is really sophisticated, the program might allow you to save it as an Acrobat .pdf file, which can be read by ANY computer using an Adobe Acrobat reader, which can be downloaded for free from www.Adobe.com.

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Once you decide what to name your document and how you want your document saved, then

- [1] direct the scanner to go to the  [your first name] Master Families folder,
- [2] Then the appropriate  [Surname] Master Family folder
- [3] Then to the  Individual family folder pertaining to the individual you want to save and click SAVE AS and give your document a name.

You now have a copy of that document saved in the file under the family you want to have the record.







To check and verify, go to the  [your first name] Master Families folder then the appropriate  [Surname] Master Family folder then to the  Individual family folder pertaining to the individual and open their folder and click or double click on the document you just saved.

If it opens up all right for viewing, then close the folder and discard the paper document. If there is a problem with viewing the document, then re-scan and save again. Congratulations!!!

SAFELY BACKING UP THIS DATA FOR PRESERVATION PURPOSES

We touched lightly on backing up your file but this portion of the course will be more detailed.

A back-up system can be several methods. You can purchase...

- [1] An additional external hard drive attach it to your computer as a back-up, where you can save your  [your first name] Master Families folder
- [2] And/or you can save your  [your first name] Master Families folder on a CD,
- [3] And/or you can save your  [your first name] Master Families folder on a DVD,
- [4] And/or you can save your  [your first name] Master Families folder on a Blu-Ray disc if you have a Blu-Ray burner,
- [5] And/or you can save your  [your first name] Master Families folder on a Thumb drive
- [6] And/or you can save your  [your first name] Master Families folder by joining one of those external "Cloud" systems as advertised on television or the Internet.

In any case you should NEVER only have one back-up system


- [1] Using an additional hard drive as a back-up has several advantages and disadvantages.

- a) Some of the advantages; they are convenient.
- b) They can be inexpensive.
- c) You can choose the size of the capacity of the hard drive for saving documents
- d) Easy to use
- e) Portable from computer to computer

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You plug them into your USB port on your computer and you right click on the file you want to save... on your "C" drive called [your first name] Master Families and a menu appears you go to the title named Send to... and another menu appears and you pick the letter of the back-up drive your external back-up is listed under.

The computer saves ALL of the contents of [your first name] Master Families folder to your back-up drive and you are done. Of course you go to the back-up drive and examine the folder to make sure it was copied correctly.

It would be wisdom to have several external hard drives just in case of data loss on your "C" drive or one of your backups goes bad.

[2] If your file... on your "C" drive called [your first name] Master Families folder is not too big, [less than 4.5 megabytes] then you can use a CD to save your folder on. However, scanning documents takes up a great deal of bytes and your folder's capacity will get very large quickly.

[3] Using a DVD is a slight improvement over a CD whereas a DVD disc will hold between 4.5 gigabytes of information up to a **dual layer** DVD disc, which will hold up to 9.0 gigabytes. Again storage size becomes an issue as your master file increases in size.

[4] Using a Blu-Ray burner, which can be costly (\$300 or less) will hold up to 25 gigabytes per disc of information. However, unless your friends and family own a **blu-ray reader** they will not be able to read your blu-ray discs if you want to share your data with them.

[5] Thumb drives are those little external drives the size of your thumb you plug into a USB port. They are cheap and their storage capacity ranges from a few gigabytes to 100 or more.

They sometimes are not reliable and can easily be damaged if not properly handled.

They are OK if transporting information from one computer to another, such as from home to school, office or to a friend's house but I would not rely on them as a secure storage device.

[6] External "Cloud" services are businesses located in various parts of the world and for a fee they will allow you to store your data and files in their computer systems called a "cloud network".

The good news is they provide an offsite location for the safety of your data but they can charge whatever they desire for this service.

The negative aspects of this service include not only the fee, they are just as susceptible to power outages as you are and sometimes they go down for days. They also have a capacity problem and you are only allowed so much storage room on their servers or if they offer large capacity mainframes, they charge and arm and a leg. Most of the time their capacity limits are not a problem for most people, but you would not be wise to put all your eggs in one basket.

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You could call www.ancestry.com a "cloud" system in as much as they only allow you up to 15-megabyte capacity for uploads and if your books, articles, documents or pictures exceed their capacity allowance, then you cannot post it to ancestry.com.

The ideal method in data storage is to buy several external hard drives and save your data on each of them at multiple intervals during the day.

Saving data frequently is extremely important for every computer owner because of power surges; lightning strikes, theft, dropping, power outages, and other "perils" can damage or ruin your system including motherboard failure.

After you have saved you data, on an external device, it should be enclosed in a fireproof, waterproof, 5" lead lined box or more and stored deep in an offsite mountain oblivious to a nuclear and/or transient electromagnetic disturbance or EMP.

Let's get real, nobody but a select few can meet those requirements. So, do the best you can.

IN CLOSING

I have been using this organized storage system for 20 years and with frequent back-ups I have not had any problems. Computers have failed, hard drives have failed, software programming has become obsolete where old data could not be read by modern computers, but saving my files, knock on wood, has been successful.

Taking the time to scan those documents was tedious and time consuming but once they were entered into their family folders, retrieving data from them was a breeze.

Not only was I able to send files to various concerns, but also I was able to extract fees for these family files and I have one now at www.openlibrary.org, which has, 40 years of Harmon research material sent to me by various Harmon Family researchers.

The file named "**Stanley M. Harmon Research Compendium**" compiled By *Floyd Thomas Pratt F.H.C., M.A.G.I.* 2014.

This file is entirely composed of over 400 scanned Harmon family research documents. Each page is either a picture .jpg or Acrobat document .pdf containing all manner of records; letters, marriages, census and other various copied sources concerning the Harmon family in America.

If you will use this organized storage system, as I have outlined, you will be able to free up space in your home and enjoy peace of mind knowing your hard earned research documents will not be destroyed after your demise.

And with the ease of posting your data on the Internet with a click of a mouse, generations to come will be able to enjoy your family history contributions you so painstakingly compiled.

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ADDITIONAL MATERIAL OF INTEREST

For further instructions concerning photos see "**Master Accreditation of the Genealogical Institute M.A.G.I. Course Lesson #8 How to Clean up Dirty Pictures**"

[https://openlibrary.org/books/OL25649279M/Master Accreditation of the Genealogical Institute M.A.G.I. Course Lesson 8 How to Clean up Dirty Pictures](https://openlibrary.org/books/OL25649279M/Master_Accreditation_of_the_Genealogical_Institute_M.A.G.I._Course_Lesson_8_How_to_Clean_up_Dirty_Pictures)

The above course teaches the researcher the process of cleaning up pictures and/or documents whether under the *Joint Photographic Experts Group commonly known as a JPEG .jpeg* format or the *Device Independent Bitmap (DIB) file format known as the BITMAP .bmp* formula.

Pictures of people, places or documents have...depending on the resolution, sometimes contain a small to excessive amount of dirt acquired by the photo or copy machine process.

This dirt can manifest itself as particles of dust, blips, lines and erroneous markings spoiling or defacing the picture, document or drawing.

This chapter will introduce you to various techniques used to remove these annoying distractions returning the document as close as you can to its original creation.

Also, the above course instructs the researcher on adding captions to the picture for identifying purposes. By adding captions, identifying the participants in a picture is absolutely necessary in order to share with other interested family members your family treasures.

Floyd Thomas Pratt F.H.C., M.A.G.I.

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Pedigree Chart for Floyd Thomas "Tom" Pratt F. H. C., M. A. G. I. by Floyd Thomas Pratt F.H.C., M.A.G.I.

Page 1

| | | | | | | | | | | | |
|---|-------------------------------------|---|----|---------------------------|---|----|----------------------------|--|----|------------------------|---------------------|
| 4 | Columbus B A Pratt | b. 1 December 1893 p. Hamilton Hollow, Johnson ~ m. 12 April 1919 p. Bourbon, Boone Twp, Craw~ d. 27 July 1947 p. Bourbon, Boone Twp, Craw~ | 8 | Henry Winslow "Win" Pratt | b. 6 September 1869 p. near Osage Post Office, J~ m. 29 January 1893 p. Vilander, Liberty Twp, Craw~ d. 24 March 1914 p. near Crow's Creek, Boone~ | 16 | Alexander "Alex" R. Pratt | b. March 1831 d. 1912 | 32 | Henry Pratt | b. 1800-1803 |
| | | | | | | | | | | | |
| 2 | Floyd Theodore "Ted" Pratt | b. 6 January 1927 p. near Bourbon, Boone Twp, Crawford~ m. 1 March 1947 p. Saint Clair, Central Twp, Franklin, M~ d. p. | 9 | Mary L M Missé Missey | b. 20 February 1874 p. Johnson Twp, Washington~ d. 17 April 1938 p. Bourbon, Boone Twp, Craw~ | 17 | Mary Kimberlin | b. 1835 d. 1876-1880 | 34 | Rimehart E. Kimberlin | b. 1805 |
| | | | | | | | | | | | |
| 5 | Rue Flavilla Johnson | b. 19 March 1894 p. Bourbon, Boone Twp, Craw~ d. 26 June 1983 p. Briarwood Manor Nursing ~ | 10 | Judge J M Johnson Sr. | b. 29 September 1854 p. Moselle, Central Twp, Frank~ m. 14 May 1884 p. Liberty Twp, Crawford, Mis~ d. 21 May 1941 p. Bourbon, Boone Twp, Craw~ | 18 | François C Missé Missey | b. 5 July 1845 d. 26 April 1916 | 36 | Jean B Missé Missey | b. 28 May 1821 |
| | | | | | | | | | | | |
| 1 | Floyd T Pratt F. H. C., M. A. G. I. | b. 3 January 1948 p. City Hospital #1, 1515 Lafayette Av~ m. 14 August 1972 p. Tyler Place United Presbyterian Ch~ d. p. sp. Bonnie Kathleen Bach | 11 | Mary Jane T Barton | b. 18 January 1861 p. near Pine Mountain Post Of~ d. 10 June 1913 p. Walnut Street, Bourbon Vil~ | 19 | Cynthia N. Talbot | b. 3 April 1848 d. 28 March 1896 | 38 | Benjamin "Ben" Talbott | b. 15 June 1811 |
| | | | | | | | | | | | |
| 6 | Peter Conley Brown | b. 12 January 1893 p. Sharon, Weakley, Tennes~ m. 16 March 1924 p. Dyer, Tennessee, United S~ d. 3 December 1972 p. Halls, District #8, Lauderdale~ | 12 | John A. Brown | b. May 1844 p. Perry, Tennessee, United ~ m. 18 November 1891 p. Dresden, Weakley, Tenne~ d. 31 July 1928 p. Nashville, Hermitage, Davi~ | 20 | Martin Johnson | b. 22 March 1805 d. 27 September 1859 | 40 | Benjamin Johnson | b. 31 March 1775 |
| | | | | | | | | | | | |
| 3 | Delores "Doe" Virginia Brown | b. 31 October 1925 p. City Hospital #1, 1515 Lafayette Av~ d. 1 March 1981 p. Queen of Angels Hospital, 2301 Bel~ | 13 | Obedience "Bedie" Lackey | b. 6 February 1871 p. near District 8 Post Office, ~ d. 14 January 1924 p. Western State Hospital, Bol~ | 21 | Comfort Osborn | b. 10 June 1814 d. 26 April 1877 | 42 | William Osborn | b. 4 July 1777 |
| | | | | | | | | | | | |
| 7 | Olga Elmira O'Daniel | b. 11 March 1907 p. Island 21, Dyer, Tennessee~ d. 7 October 1993 p. Los Angeles, Los Angeles~ | 14 | James Leonidas O'Daniel | b. 15 December 1869 p. near Rutherford Post Offic~ m. 22 May 1897 p. Dyer, Tennessee, United S~ d. 8 March 1921 p. Baird-Dulaney Hospital, Dy~ | 22 | William "Billy" Barton | b. 20 November 1831 d. 7 January 1922 | 44 | John Milton Barton | b. 1799 |
| | | | | | | | | | | | |
| | | | 15 | Daisy Dean Bell | b. 7 September 1881 p. District #19, Walnut Grove~ d. 14 May 1920 p. Jackson Crossing, Civil Dist~ | 23 | Harriet King | b. 23 July 1834 d. 3 February 1920 | 46 | Rev. Jonathan King | b. 20 December 1800 |
| | | | | | | | | | | | |
| | | | | | | 24 | Joseph Brown Jr. | b. 1827 d. | 48 | Joseph Brown Sr. | b. 1785 |
| | | | | | | | | | | | |
| | | | | | | 25 | Catherine | b. 1825 d. | 50 | | b. |
| | | | | | | | | | | | |
| | | | | | | 26 | William Stevenson Lackey | b. 20 October 1822 d. 7 July 1893 | 52 | Enos Lackey | b. 1797 |
| | | | | | | | | | | | |
| | | | | | | 27 | Nancy Basket Moseley | b. 11 October 1827 d. 20 September 1875 | 54 | | b. |
| | | | | | | | | | | | |
| | | | | | | 28 | Stephen C. O'Daniel | b. 5 December 1812 d. 1881 | 56 | Alexander O'Daniel Sr. | b. Abt 1749 |
| | | | | | | | | | | | |
| | | | | | | 29 | Elizabeth Ellen Gordon | b. 1840 d. 1872 | 58 | John Gordon | b. 1813 |
| | | | | | | | | | | | |
| | | | | | | 30 | John Franklin "Frank" Bell | b. 1 July 1850 d. 1892-1893 | 60 | | b. |
| | | | | | | | | | | | |
| | | | | | | 31 | Hettie M. Jackson | b. 16 December 1861 d. 19 April 1902 | 62 | Alexander Jackson | b. 1840 |
| | | | | | | | | | | | |

A Little Something About Your Author.....

Floyd Thomas Pratt, F.H.C., M.A.G.I.



At the age of 19, Tom Pratt embarked on a career in law enforcement. This experience gave him training in detective and investigative skills. Little did Mr. Pratt know, how useful these skills would be in the field of genealogy.

Tom Pratt started his family research career in 1975 after becoming a member of the Church of Jesus Christ of Latter Day Saints. His first calling as a new member was to serve in the newly created genealogical department or known today as the Family History Center in the Springfield, Missouri ward. This two-year calling gave Mr. Pratt a tremendous amount of experience helping others to research their families.

In fact, he felt family research came easy and required little effort on his part. In reality, years of reading and studying increased his expertise and he made it look easy to others.

Over the course of several years, Mr. Pratt was asked by his church to instruct several family history courses. This experience established a deep profound love for family and ancestors.

It was not uncommon for Mr. Pratt to spend 4 to 8 hours a day researching and compiling family histories in addition to his duties, as an entrepreneur in the insurance business.

The first major achievement for Mr. Pratt was a breakthrough on his Pratt family back to the early 1800's. Not satisfied with just the direct line research, Mr. Pratt branched out to research all connected lines and allied families.

This dedication led to 42,000 individuals and achieved expert status for Mr. Pratt on the families of middle and eastern Missouri, eastern and western Tennessee and central North Carolina.

Concerning Mr. Pratt's style of research, he is a strong supporter of the "hands on" approach. When he took family vacations, they usually went to libraries, cemeteries, courthouses, National Archive centers, and visited family members in various states. He attended multi-state family reunions and obtained his material from the actual sources when possible.

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Being a researcher of the highest degree, in 1991, Mr. Pratt formed the Pratt Publications Company and offered to the public, a series of books titled, The Pratt Progenitor Papers. This series of volumes are a collection of legal documents, stories, pictures and historical presentations concerning the families of Missouri, Tennessee and North Carolina.

The first three Volumes were released to the public in 1991 and were issued to 18 different libraries including the Library of Congress and the St. Louis Public Library. The next 7 volumes were published with at total of 43 volumes scheduled for publication.

In 1996, Mr. Pratt formed the Genealogical Institute to further the education of serious researchers.

The Genealogical Institute offers a series of educational materials to teach and instruct the uninitiated in the procedures of family history research. These courses offer "a hands on" curriculum designed to instruct in investigative, deductive reasoning and logical procedures for tracking your family history.

Beginners and experienced researchers have found a treasure chest of knowledge when undertaking these courses. Mr. Pratt has taken the hobby of genealogy and has enhanced it into a science. Heavy on instructions concerning documentation, research procedures, alternative sources and common public records, this course is a valuable tool for the researcher. One of Mr. Pratt's favorite sections of the course is teaching researchers "how to stop" researching and compile their information for publication.

Upon completion of the educational courses from the Genealogical Institute, the graduate is awarded the **Master Accreditation of the Genealogical Institute. (M.A.G.I.)**

This designation is equivalent to a Doctorate Degree and signifies the recipient has been trained and demonstrated superior research techniques.

Mr. Pratt's ability in family history research has amazed many educated researchers. When Mr. Pratt is asked for help concerning their "brick wall" in their family research, his quick wit and logical mind rapid fires instructions and procedures so fast they cannot write the material quickly enough. Little do they realize this knowledge has been acquired over 30 years of experience and research.

In June of 2000, Mr. Pratt undertook a new and unprecedented task.

Outside of Washington, Franklin County, Missouri is an old cemetery called the Johnson-Caldwell Cemetery. This cemetery has many pioneer heroes and ancestors of various descendants from that region. Some of the inhabitants were born in the 1750's and traveled west to Missouri after the 1803 Louisiana Purchase.

A Little Something About Your Author.....

Mr. Pratt took down all the information off the headstones, including every person in the cemetery and researched each individual related or not. 1000 man-hours and two years later, he published the book "Johnson-Caldwell Cemetery of Franklin County, Missouri"© 2001.

Obtaining newspapers, legal documents, personal interviews with ancestors and researching various sources for any and all information concerning the history of the cemetery and the inhabitants produced this master text. What makes this book stand out among the rest is basic content and structure.

First, it is the only book to cover the known and reported inhabitants of an entire cemetery.

Second, this book reports on each inhabitant, their birth and activities throughout their life until their death, including their ancestors, spouses and children.

Third, even the index is unique, listing the individual and their father's name if known. This is extremely helpful when several individuals have the same given name.

Upon examination, professional researchers have hailed this body of work as a masterpiece and a standard in which all future research of cemeteries should be based. In their opinion, no one has ever produced a body of work about a cemetery as unique and professional as this publication.

Currently, Mr. Pratt is working on a series of books from the [Pratt Archive Collections](#), which is a series of biographical publications concerning a progenitor and a generation of descendants. This collection is a "cradle to grave" report, which covers the subject's ancestry, birth, marriage, children, and geographical domiciles as well as the political environment during the subject's lifetime.

In addition, Mr. Pratt is working on additional volumes of the Pratt Progenitor Papers and several books on public records.

With all these accomplishments, Mr. Pratt humbly refers to himself as a Genealogical Anthropologist...resurrecting progenitors.

We in the genealogical world are deeply grateful to be associates of a man of Mr. Pratt's caliber. Through his dedication to helping the novice as well as the professional researcher, future generations will benefit by his advances in the genealogical field.

In addition, we are thankful for the inspiration that sparks men like Mr. Pratt to magnify their love for people and history. We feel, with a lifetime dedicated to the genealogical pursuit of truth and knowledge, Mr. Pratt's accumulative body of work, will stand as a quintessential manifestation of this divine love.

Lewton Cole, Chairman
Genealogical Institute

GENEALOGY ETIQUETTE

1. Do not give copies or reproduce the information you received from the compiler or author without written permission.
2. In your research efforts if you are able to advance the research, then reciprocate by sharing your research information with the compiler.
3. Use the information you receive as a starting point for your research of your families.
4. If you decide to use information you have received, in a book, document or research material, be sure to acknowledge the author or compiler of that material.
5. All inquiries by third parties for a copy of the material should be forwarded to the original compiler or author.
6. Do not loan or share your information, family heirlooms, special documents, one of a kind, pictures, or irreplaceable materials to non-professional researchers or family members. These types of materials seen to disappear or become damaged.
7. Make copies of important documents or materials when at libraries and be sure to write the name of the book, source, letter or film with the author's name and page number and year of publication.
8. Genealogy work that is not documented is of little value. Remember, you are leaving a trail for those who follow. If future researchers have to verify your work, then of what value is your work?
9. Collect family stories from those relatives who are still alive. This is a short cut to your past and they hold a world of knowledge about your family.
10. Do not try to finance all your research alone. Ask for financial assistance from interested family members.

Remember, the family history information that is so easily exchanged today by computer was acquired over years and years of on-site research. While many were engaged in raising families, working for income, and surviving, genealogist researchers did these things **AND** spent their free time in pursuit of the truth about their ancestors. This pursuit required great sacrifice of time, effort and money. Many researchers went to the actual locations to view the marriage, deed, death and birth records including visiting the cemeteries across the United States and foreign countries. This is why it is important to follow the above guidelines; by doing so, you give respect to their work and honor to their memory. Thank You.

Floyd Thomas Pratt, F.H.C., M.A.G.I.

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